

Retail Fireworks Permit Application



Department of Community Development
Fire Marshal's Office
505 NW 179th St. Suite 110
Ridgefield, WA 98642
(360) 397-2186 ext. 3396
www.clark.wa.gov/comdev
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Revised 11/2002
FRM 1600-001

Retail Fireworks Permit Application:
Submittal Requirements and Instructions
(Fireworks Application Packet Rev. 11/2002)

I. GENERAL INFORMATION

This application packet was prepared to aid you in submitting the materials needed for a permit to sell fireworks at retail in unincorporated Clark County. You must contact any other jurisdiction where you wish to sell for their specific requirements. Both the state and the local fire marshal regulate the sale of fireworks. Applicable state laws include RCW 70.77 and WAC 212-17. In unincorporated Clark County CCC 5.28 also applies. Under special circumstances provisions of the uniform fire or building codes may also apply. We strongly advise all applicants to become familiar with all of the applicable codes that regulate firework sales. If questions arise while preparing the materials, please contact the Clark County Fire Marshal as early as possible using one of the methods or numbers detailed on the cover sheet.

II. REQUIRED SUBMITTAL MATERIALS

The following materials must be submitted at the time of application for a retail fireworks permit:

1. A completed application form.
2. A Valid Washington State Retail Fireworks License.
3. A certificate(s) of insurance.
4. A \$100 application / permit fee.
5. A \$500 dollar debris deposit or a completed escrow agreement (*escrow must be on escrow agent's letterhead*).
6. A site plan (if required - see instructions) along with parcel number of the site.
7. An internal floor plan (if required - see instructions).
8. Property owner's permission or sales agreements (if required - see instructions).

III. APPLICATION INSTRUCTIONS

The following instructions are to assist you in completing your permit application. Headings in these instructions are the same as on the permit application. In completing the application form be sure to fill in all of the spaces and check all of the boxes that apply.

APPLICANT INFORMATION

- ☐ Indicate whether this is a new application or a renewal by a previous permit holder.
- ☐ Provide the name of the applying group, organization or person. Every organization must identify a responsible party for the permit. Enter the name of the person responsible for the permit and subsequent operations. Enter "SAME" if the applicant is also the responsible party. Be sure to provide complete legal names (last, first and middle initial) together with the correct date of birth as this information is needed to verify permit eligibility under CCC 5.28.090. ***APPLICATIONS WITHOUT THIS INFORMATION CANNOT BE ACCEPTED.***
- ☐ Provide a mailing address and phone number for the applicant or responsible party. This information is critical as we rely on it if we have to contact you.

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SALES AND STORAGE INFORMATION

- ☐ Indicate the address of the intended sales site.
- ☐ Identify the property owner of the sales location. If the property owner is other than the applicant provide a written statement of permission for the fireworks sales activity from the property owner with the application.
- ☐ Indicate whether the structure used for fireworks sales will be a stand, a tent or another type of structure.
- ☐ If you are renewing your application and will be setting up just as you did last year we can use your old site plan – provided that nothing has changed. If you are submitting an application for the first time or if something has changed either on the site or in the way you will be selling, submit a new site plan.

The site plan must include:

- The dimensions of the stand or other structure used for sales. (Example- 8'x16' plywood stand) or other structure used for sales.
- The dimensions between the sales structure and adjacent property lines, nearby buildings, roads and accessways, parking and fireworks storage.

Clearly indicate where the stand is located on the property and where any necessary barricades will be located. The plan doesn't have to be drawn to a specific scale but should be neat and readable. Approximate dimensions are OK – they will be verified on the site at the time of inspection.

- ☐ If you intend to use a tent or other structure where customers will be allowed inside you must prepare and submit an interior layout plan.

The interior layout plan must include:

- The location and dimension of all exits.
 - The location and dimension of all aisles leading to exits.
 - The location and dimension of display areas.
 - The location and dimension of all storage areas.
- ☐ Indicate whether the fireworks will be stored on or off site.
 - ☐ Indicate whether the fireworks will be stored in the sales structure, a detached building or some other type of structure.
 - ☐ Tell us what the other structure used for storage is.
 - ☐ Provide the address and property owner information for any off-site storage.

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Other Information (Submit with your application)

- ❑ Include the certificate of insurance with your application. You must procure and maintain a policy or policies of general public liability, bodily injury and property damage insurance from an approved insurance company in the amount of at least one million dollars (\$1,000,000) single limit; Clark County shall be named as an additional insured. The insurance must cover both the sales and storage locations.
- ❑ Include the one hundred dollar (\$100) permit / application fee. Checks may be made payable to "Clark County".
- ❑ Include either a \$500 debris deposit or a completed escrow agreement (approved agreement enclosed with package) from an approved escrow agent. A bank, credit union, escrow company or other financial institution may serve as an approved escrow agent. The debris deposit and the application / permit fee may be combined in a single check but the application / permit fee may not be escrowed. ***ALL ESCROW AGREEMENTS MUST BE ON THE ESCROW AGENT'S LETTERHEAD***
- ❑ Include your valid Washington State Retail Sales License.

Certification Read, sign and date the application at the bottom of the certification section. In the case where a group is the applicant, only the responsible party's signature is needed. Where the applicant is also the responsible party, only the applicant's signature is needed. Where there is both an applicant and a responsible party, both signatures are needed.

IV. Submittal Time Frames

All required information must be received by the fire marshal prior to 5:00 PM on May 30, 2003. Original applications may be delivered in person to the fire marshal's office: 505 NW 179 ST, RIDGEFIELD WA 98642. or mailed to the Clark County Fire Marshal. **Postmarks will not be accepted.**



RETAIL FIREWORK APPLICATION
Clark County Fire Marshal – 505 NW 179 ST
Ridgefield WA 98642
(360) 397-2186

(Check all boxes and fill in all spaces that apply.)

APPLICANT INFORMATION

☐ Previous Permit Holder

☐ New Applicant

Name of Group or Organization: _____ or

Name of Person: _____
Last First M.I. Date of Birth

Responsible Party*: _____
Last First M.I. Date of Birth

* (Required for a group or organization or if different than the applicant.)

Applicant Mailing Address: _____
Street State Zip

Applicant / Responsible Party Phone Number () _____ - _____

SALES and STORAGE INFORMATION

Site Location (Address): _____

Property Owner: _____

Owner's Written Permission: ☐ Attached if other than applicant.

Sales Structure: ☐ Stand ☐ Tent ☐ Other (specify) _____

Site Plan: ☐ Attached ☐ Same as last year. _____

Interior Plan: ☐ Required for Tents – attached. ☐ Required for Other – attached.

Storage Location ☐ On Site ☐ Off Site

Storage Structure: ☐ Sales Structure ☐ Detached Building ☐ Other (specify)

“Other “ storage: _____

Storage Address (if off site): _____

Name of Property Owner (if off site): _____



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OTHER (Attach as necessary)

- | | |
|--|--|
| <input type="checkbox"/> Insurance Certificate (\$1,000,000) | <input type="checkbox"/> Valid Washington State Retail License |
| <input type="checkbox"/> Application / Permit Fee (\$100) | <input type="checkbox"/> Debris Deposit (\$500) |
| <input type="checkbox"/> Escrow Agreement (\$500) | |

CERTIFICATION

By submitting this application I certify that I am aware of and agree to comply with the applicable provisions of the laws of the State of Washington and Clark County regulating the retail sale of fireworks. I understand that any permit issued, permission granted or rights obtained by acquiring a permit subsequent to this application are to be used only by the permit holder and shall not be assigned, sublet or otherwise transferred. I also certify that I have not been convicted of a felony that has not been discharged pursuant to RCW 9.94.220 or RCW 13.50.050; nor have I been convicted of a fire/fireworks-related misdemeanor within the last three-(3) years.

/s/ _____
Applicant

Date

/s/ _____
Responsible Party

Date

The completed application and related materials must be received by the fire marshal no later than 5:00 PM on the last official work day (May 30, 2003) of the year in which the permit is applied for. Postmarks will not be accepted nor will applications filed electronically. Original application materials may be delivered in person to the fire marshal's office at 505 NW 179 ST – RIDGEFIELD WA, or mailed to the Clark County Fire Marshal 505 NW 179 ST – RIDGEFIELD WA 98642.

ESCROW AGREEMENT

**Clark County Fire Marshal
505 NW 179 ST
RIDGEFIELD WA 98642**

RE: Retail Fireworks Permit Applicant/Stand Location:

Escrow Account Number: _____

_____ (Applicant) seeks a retail fireworks permit but is required to pay a deposit to ensure the fireworks stand and debris are removed and the site cleaned. Funds in the amount of Five-hundred Dollars (\$500.00) are secured in escrow, in the name of Clark County, for the purpose of insuring the completion of work required by CC 5.28.090.

The Escrow Agent agrees to disburse fund from said escrow account only upon written authorization of the Clark County Fire Marshal or designee. In the event that satisfactory completion of the above-required cleanup is not timely accomplished as required by Clark County Code, the Applicant and the Escrow Agent understand that the Clark County Fire Marshal may demand and will receive disbursement of funds in escrow so that the work may be completed under the direction of the Fire Marshal. Any extension of time granted shall be solely at the discretion of the Clark County Fire Marshal.

This escrow is intended to cover all costs of the above-described cleanup, provided, the parties agree that neither Clark County nor any of its agents are required to provide funding beyond the amounts in the escrow to clean the fireworks site. It is the Applicant who is responsible for paying the cost of cleanup upon which the permit for the retail sale of fireworks was issued.

Dated this _____ day of _____, 2003

Applicant

Escrow Company

Escrow Agent